

# FILLING OUT YOUR CAL GRANT GRADE POINT AVERAGE VERIFICATION FORM FOR 2004-05



## Remember, It Takes Two Forms!

**I**f you want to apply for a Cal Grant A, B or C award and are not currently a Cal Grant recipient, this information is intended for you.

The California Student Aid Commission (Commission) uses the information provided on both the Free Application for Federal Student Aid (FAFSA) and the 2004-05 Cal Grant Grade Point Average (GPA) Verification Form to determine eligibility for the Cal Grant A, B and C programs. To apply, file *both* a completed FAFSA and a 2004-05 Cal Grant GPA Verification Form by the March 2, 2004, postmark deadline.

Some schools submit a list of verified GPAs directly to the Commission. If your school does so, it will *not* be necessary for you to submit the enclosed GPA Verification Form. However, you must confirm that your school will submit your GPA or submit your own form.

Applying for a Cal Grant Award is a two-step process. You must 1) submit a Cal Grant GPA Verification Form, *and* 2) fill out and submit a FAFSA. Your 2004-05 FAFSA and GPA form must be submitted on or before **March 2, 2004**.

You can submit your FAFSA online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). You and your parents can apply for a Personal Identification Number (PIN) online. Visit the FAFSA Web site at [www.pin.ed.gov](http://www.pin.ed.gov). If you apply online using your PIN for financial aid, you will be able to receive your electronic student aid report (ESAR) online in 72 hours. You may also file a paper version of the FAFSA.

You can learn more about the FAFSA process, including the quick online process, at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or you can contact your school's financial aid office or the Commission. See the back page of this brochure for Commission contact information.

## Tips for Students

- **Already in college?** If you are already in college and are applying for a new Cal Grant, you must submit the enclosed Cal Grant GPA Verification Form to be considered for an award. (The Commission does not retain GPA Verification Forms from prior years.) If you have **accumulated 24 or more** college semester units, 36 quarter units or the equivalent, go to your college for GPA verification information. If you have completed fewer than 24 college semester units, 36 quarter units or the equivalent, go to your high school for GPA verification information.
- **Re-established GPA?** You can improve or re-establish your GPA for Cal Grant B consideration by completing at least 16 but less than 24 cumulative units of degree credit coursework with at least a 2.0 community college GPA at an accredited California Community College.
- **Renewing your award?** If you already have a Cal Grant A or B or Community College Reserve award and wish to renew that award, please do *not* complete a GPA Verification Form. Instead, you must complete a 2004-05 FAFSA and list the college you will be attending for fall 2004 in Step Six. (The college you list and attend will certify your Cal Grant renewal eligibility).

# Guidelines for School Officials

## SECTION A

**School Verified GPA and School Code** (*To be completed by a school official.*)

An authorized high school or college official must complete all items under this section. The signature of a high school or college official is required by law and certifies that, under penalty of perjury, the reported GPA is true and accurate and may be subject to review by the Commission or its designee.

## Calculating the GPA

### Definitions

**A high school GPA**, as defined in California Education Code (C.E.C.) Section 69432 (h), is calculated on a 4.00 scale, using all academic coursework for the sophomore year, the summer following the sophomore year, the junior year, and the summer following the junior year. The high school GPA excludes physical education (PE), Reserve Officer Training Corps (ROTC), and remedial courses. Failing grades for courses that have not been retaken must be included. For high school graduates who apply after their senior year, the "high school GPA" includes senior year coursework.

**A community college GPA** is calculated using all community college "degree credit" coursework completed, as designated by the community college, and must include at least 24 semester units or the equivalent.

**A re-established GPA** is calculated using all community college "degree credit" coursework completed, as designated by the community college and must include at least 16 but less than 24 semester units or the equivalent.

**A college GPA** is defined by C.E.C. 69432 (d) as one that is calculated on the basis of all college work completed. Excluded from the calculations are nontransferable units and courses not counted in the computation for admission to a California public institution of higher education that grants a baccalaureate degree. A college GPA must include at least 24 semester units or the equivalent.

When completing this portion of the Cal Grant GPA Verification Form, calculate the students's GPA on a 4.00 scale to two decimal places. (Do *not* use a weighted scale). Convert any grades with extra weighting for honors and advanced placement classes to a 4.00 scale before calculating the GPA.

## Student GPA Categories

Place each student into one of the categories indicated and include the following grades in the Cal Grant GPA calculation for undergraduate Cal Grant applicants:

- **Current high school seniors:** Include all sophomore- and junior-year grades, excluding PE, Reserve Officer Training Corps (ROTC), and remedial coursework as defined by your institution. Accelerated juniors graduating in Spring 2004 should only include sophomore and junior grades and summer school grades earned following the sophomore year. "High school" includes all secondary schools accredited by the Western Association of Schools and Colleges or other regional accrediting agency or which have a University of California-approved course list.
- **Students who are *not currently attending high school* and have completed fewer than 24 semester college units, 36 quarter units, or the equivalent by the time of certification:** submit a high school GPA which includes sophomore, junior and senior-year high school grades, excluding PE, ROTC and remedial coursework as defined by your high school, when computing the GPA.
- **If no high school GPA is available:** A General Educational Development (GED) or Scholastic Aptitude Test (SAT) or American College Test (ACT) score can be submitted instead. See *step six* under "**Guidelines for Students**" on the next page for more information.
- **Students who are *not currently enrolled in high school* and have completed at least 24 semester college units, 36 quarter units, or the equivalent, by the time of certification.** Include all college grades known to the reporting official for which the student receives credit at the reporting institution, regardless of grade received, by the time of certification.
- **Re-established GPA:** A student may improve (or re-establish) a high school GPA for Cal Grant B consideration by completing at least 16 but less than 24 cumulative semester units of degree credit coursework with at least a 2.0 community college GPA at an accredited California Community College.

## Completing the GPA Form - Schools

**GPA of Student** - Fill in all three spaces and all three corresponding ovals for the GPA. By signing, you are certifying, under penalty of perjury, that the GPA is calculated in accordance with the requirements of the Cal Grant program. Any questions regarding this form can be directed to the Commission. Commission contact information may be found on the back page of this information sheet.

*Note:* High School GPAs will only be accepted from schools that have either received accreditation by the Western Association of Schools and Colleges (WASC), (or another regional accrediting agency if not in WASC region), or have a University of California-approved course list. Students not attending such high schools may provide either a GED, SAT or ACT test score.

High schools should use their College Board school code obtained on-line at [www.collegeboard.com](http://www.collegeboard.com); colleges should use their USED OPE ID code.

**GPA Based on High School Coursework** - Fill in the oval if the GPA provided is a high school GPA.

**Re-established GPA** - Fill in the oval if the GPA is a re-established GPA.

**Accreditation statement:** California regulations require a high school to be accredited by WASC or other regional accrediting agency or have a UC-approved course list to submit a GPA.

**For High Schools** - If your high school is accredited by the Western Association of Schools and Colleges (WASC) or other regional accrediting agency, or has a UC-approved course list, please indicate 'Yes' on the appropriate bubble.

**For Colleges** - If you are from a college, you **must** fill in the bubble.

## Guidelines for Students

You must complete Section B of the GPA Verification Form and your school official must complete Section A.

- Please use **black ink only**. (If you make an error, please fill out another GPA form.)
- Make and keep a photocopy of this Cal Grant GPA Verification form.
- Use the enclosed envelope and mail this original form by the March 2, 2004, postmark-filing deadline.
- Obtain a U.S. Postal Service Certificate of Mailing for \$.90.
- If using another envelope, mail it to the Commission. See back panel for the Commission mailing address.
- When received, the information on your GPA form will be scanned electronically, so please *do not* bend or fold the form or add any stray marks.

### SECTION B

**Student Identification.** (*All information received remains confidential*).

1. **Student Name** - Print your full name as it appears on your Social Security card - entering your last name, then first name.
2. **Birth date** - Enter your birth date, with a 2 digit Month, Day, Year. For example - 06-01-2006
3. **Address** - Enter the permanent mailing address you listed on your FAFSA.
4. **Telephone number** - Enter your area code and telephone number at which you can be reached for questions.
5. **E-mail address** - Enter your e-mail address, if you have one.

6. **Test Scores** - GED, SAT or ACT test scores can be submitted instead of a GPA under the following circumstances:

- You attended a high school or college outside of the United States and are unable to have those grades converted to a 4.00 scale.
- You have been out of school for five years or more (a test score is optional).
- Your school did not grade in a manner that can be readily converted to a 4.00 scale.
- You participated in a home schooling program or attended an unaccredited school (a GED, SAT or ACT test score is required).

If any of the circumstances described in number 6 apply to you, fill in the oval and enclose an official copy of the testing organization's score report along with the GPA Verification Form, or have the testing organization submit the score report directly to the Commission along with submission of a GPA Verification form. Return both documents no later than **March 2, 2004**. Scores from the California High School Proficiency Examination will not be accepted, since it is not a nationally-administered examination. Grade reports, transcripts and other proficiency certificates are also not acceptable.

7. **Social Security Number (SSN)** - Fill in all nine spaces and corresponding ovals to indicate your SSN. You must list the same number as listed on your SSN card and your FAFSA.

*Note:* Valid SSNs do not begin with 8 or 9. If you believe your SSN begins with an 8 or 9, contact your local Social Security office to verify your number.

8. **High School Graduation Date** - Fill in all six spaces and corresponding ovals to indicate the **month** and **year** you graduated, or plan to graduate, from high school. Use two digits to indicate the month (e.g. January should appear as "01;" November should appear as "11"). Please report all four digits of the year in which you graduate, or plan to graduate (e.g. 1994 should appear as "1 9 9 4;" 2004 should appear as "2 0 0 4").

9. **School Code** - Students graduating from high school in Spring 2004 should write in the College Board high school code number for their high school. This is the same code used for sending SAT test information to that high school. Your high school counselor will know the correct code to use. Students who will be in college for the Spring 2004 school term should write in the federal code number of the college they will be attending in Spring 2004. This is the same number as the USED OPE ID school code used on the FAFSA. Look for the USED OPE ID school codes at your college financial aid office, at your public library, on the Internet at [www.fafsa.ed.gov](http://www.fafsa.ed.gov), or call the Commission toll free at 1-888-CA-GRANT (1-888-224-7268).

**Students who are not in college or high school for the Spring 2004 school term should leave this section blank.**

**10. Student Signature and Certification** - This certifies that you have read these instructions and all attached information. Your signature means that the information provided in Section B is correct, and you understand that it is illegal to report false or misleading information on this form.

### How Will I know if I am Awarded a Cal Grant?

After you submit both the FAFSA and a Cal Grant GPA Verification Form by the March 2, 2004, deadline date, you will receive a Cal Grant eligibility notification letter from the Commission.

If you do not receive correspondence regarding your Cal Grant status from the Commission by April 30, 2004, contact the Commission immediately. If you have any questions, please contact the Commission. See below for how to contact the Commission.

### Additional Student Information

- Retain photocopies of your FAFSA, GPA Verification Form, and all other forms and correspondence regarding your application(s) for aid.
- Using the enclosed envelope, mail the GPA Verification Form to the Commission. See below for Commission address.
- Don't forget to purchase a \$.90 U.S. Postal Service Certificate of Mailing from the Post Office and keep it for your records.
- Respond promptly to all requests for additional information from the Commission and the colleges and universities to which you have applied. Include your name, SSN, and date of birth on all correspondence.

### For More Information:

Contact Commission Customer Service Representatives:

By e-mail at: [custsvcs@csac.ca.gov](mailto:custsvcs@csac.ca.gov)

By toll free telephone at:

1-888-CA GRANT (1-888-224-7268)

By mail at:

California Student Aid Commission  
Grant Programs Customer Service  
P.O. Box 419027  
Rancho Cordova, CA 95741-9027

Visit the Commission Web site at:

[www.csac.ca.gov](http://www.csac.ca.gov)

### California Information Privacy Act

State and federal laws protect an individual's right to privacy regarding information pertaining to oneself. The California Information Practices Act of 1977 requires the following information be provided to financial aid applicants who are asked to supply information about themselves. The principal purpose for requesting information on this form is to determine your eligibility for financial aid. Commission policy and the policies of the postsecondary institutions to which you are applying for aid authorize maintenance of this information. Furnishing information that is requested on this form is mandatory. Failure to provide such information will delay and may even prevent your receipt of financial assistance. This form's information may be transmitted to other state agencies and the federal government if required by law. Individuals have the right of access to records established from information furnished on this form as it pertains to them. The Education Code of the State of California gives the Commission the authority (in consultation with postsecondary educational institutions) to make this form available.

The officials responsible for maintaining the information contained on this form are the Executive Director of the Commission and the financial aid administrators at the institutions to which you are applying for financial aid. The SSN is used to verify your identity under the record keeping systems established prior to January 1, 1975, pursuant to the authority of the Commission, the California State University, and California Community Colleges contained in Title 5, California Administrative Code Section 41201, and the authority of the Regents of the University of California under Article IX, Section 9, of the California Constitution. The Commission and California public postsecondary education institutions, in compliance with federal statutes and the Equal Protection Clause of the California Constitution, do not discriminate on the basis of race, religion, color, national origin, gender, or physical disability in any of their policies, procedures or practices. Inquiries regarding these policies may be directed to the Commission and to the financial aid office of the school or college admissions office to which you are applying.

